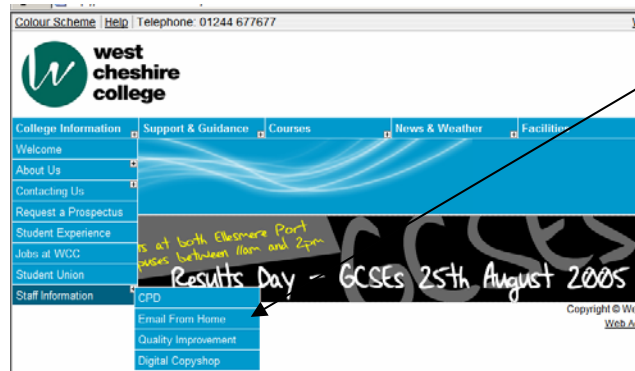


## WCC Webmail: Accessing College Staff E-mail from Home

- **Connect** onto the **Internet**
- **Access** the College Home Page at [www.west-cheshire.ac.uk](http://www.west-cheshire.ac.uk)
- **Move mouse** onto the **College Information** link, move mouse down to **Staff Information**, then along the new menu and finally **click on Email From Home**



- **Click on the Staff link**



In the log in box:

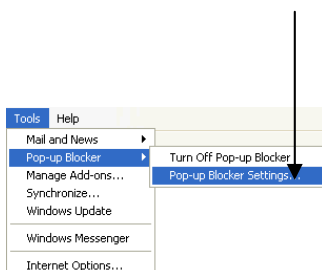
- **Type in** your username but without any of the dots, department / year, etc. that you would usually enter, e.g. John Smith would be entered as **johns**
- **Type in** your password and press either the **Enter** key, or click on "**OK**" button.

WCC Webmail Inbox will open.

NB - When finished, **log off** and close browser.



**Pop-up Blockers:** for **Windows XP SP2** users, follow the instructions below using Internet Explorer; otherwise you may have problems replying to messages:



- **Type \*.west-cheshire.ac.uk,** Click Add, then Close